

## **Employer Guide to posting internships & jobs for Capital Students & Alumni**

You have two FREE online job board options:

1. To recruit students and alumni from Capital University, Otterbein College, Ohio Dominican University, and Wittenberg with ONE posting, access the following website: [www.COCJobLine.org](http://www.COCJobLine.org).
2. To recruit ONLY Capital University students and alumni – use this website and follow the instructions below: [www.CapitalJobline.org](http://www.CapitalJobline.org) and choose “for Employers”. This is typically used by Bexley families and other local employers.

- 1. New Users - Registration:** If you are not a current user, click on “Click here to Register!” and follow the directions on that page.
- Search for your Organization and select; if it you can't find it click on Can't Find Your Organization.
  - Complete all sections. Required \* fields are marked with an asterisk.
  - Click on the Register button.
  - To post a job follow the Steps in To Create a New Job.

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at 614-236-6606.

- 2. Existing Users:** Login using your email address and password.

### Update My Profile

- To update Employer Information, click on [Edit]. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

NOTE: If you say yes to “Include My Contact Info in Employer Directory” students will be able to view your information when searching for employers

### To Create a New Job

- Click on New Job. Enter job information. Fields with an \* are required information. Fill out as much information as possible to make the job posting complete. In the field, “Application Instructions,” enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.

*\*Under the Posting Information section, there are two fields that you need to review. In “Show Contact Information,” if you select No, your contact information will not be available to applicants. In “Allow Students to Apply Online,” if you select Yes, students MUST submit their resume to you via this system (i.e., you will receive email notification of students’ job application and be able to view resumes on-line). Choose No for alternate methods of applying, e.g. through your website or email.*

### To Make Changes to Current Jobs

- There are several sections (Position, Contact and Posting Information) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by a Career Development staff member before it is posted. You will receive a confirmation email when your posting has been approved.

Please contact Career Development at [careerdevelopment@capital.edu](mailto:careerdevelopment@capital.edu) or call us at 614-236-6606 if you have any questions about how to use our job system.